

Lewis County Fire District # 5 Main Station

August 11, 2023 Regular Fire Commission Meeting

ATTENDANCE

Commissioners: Sam Patrick, Sandra White, Mike Goodwillie

Administrative Staff: Chief Gregg Peterson, Secretary Carmen Sundin Career Staff: Capt. Brad Bozarth, Lt. Robert Blair, Bailey Cooper, Kyle Marik, Tyler Correia, Connor Tardiff, and Malachi Simper

Public: no public attended.

CALL TO ORDER

Commissioner Patrick called the meeting to order 7:59 a.m. A quorum was declared, and Comm. Patrick led the flag salute.

EXECUTIVE SESSION

- Comm. Patrick called for an Executive Session at 8:00 for 30 minutes for a personnel issue per RCW 42.30.110 (1) (f). At 8:30, it was continued for an additional 15 minutes. At 8:39 it was called for 2 more minutes. Executive Session ended at 8:41. No decisions were made and no action was taken at this time and a Special Meeting was scheduled for August 17th to continue the Executive Session.

APPROVAL OF MINUTES

- *Motion made by Comm. Goodwillie to approve the July 14, 2023 Regular First BOFC Meeting Minutes; second by Comm. White; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. White to approve the July 28, 2023 Second Regular Meeting Minutes; second by Comm. Goodwillie; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. Goodwillie to approve the July 21, 2023 Special Meeting/Workshop of the Chief's hiring process with an Executive Session continued from July 14th Meeting; second by Comm. White; all commissioners voted to approve-motion carried.*
- *Motion made by Comm. White to approve the August 4, 2023 Special Meeting/Workshop Chief's hiring process; second by Comm. Goodwillie; all commissioners voted to approve-motion carried.*

OLD BUSINESS

- Website/Outreach Videos/Newsletter-
 - Comm. White has yet to get with Ryan Parsons to be trained on the process to update the website.
 - LC Poster Contest is coming up.
 - Videos-Comm. Patrick advised that two videos are up and have been getting good reviews. He met with 911 and is working on doing a segment for use of 911. He, also, would like to do a segment on the blue address signs.
- Election Results-Secretary Sundin advised that the result numbers are still holding and the certifications will not be done until the August 15th. Comm. Goodwillie suggests that the district put together a video thanking our voters for passing the levy.

- Equipment Repairs
 - Chief Peterson advised that we will be exchanging engines on Monday at US Fire. Once E-51 is back, the transfer case will be done on the second engine.
- Facilities Repairs/Reconstruction-
 - Chief Peterson has not heard anything back from WA Dept. of Commerce. If they do decide to let us do a change of the scope of project, Chief Peterson is worried how the public is going to perceive the grant. He suggests the district be ready to address any public relations issues, because of the levy just passing.
- Admin and MSO Laptops-Secretary advises that one was budgeted for replacement for Admin, but, not for the MSO. Chief Peterson advises that the MSO should be supplied a laptop. Secretary advised that she can get by, due to the unforeseen apparatus repairs and put them both in the 2024 Budget.
- Employee Email Accounts- Last month, Ryan Parsons Emailed a quote of what it would cost to buy Microsoft Business to set up district-wide Emails. The quote is costly and no decision was made at this time. Item will be left on the agenda.
- Ambulance Billing District Residents-Tabled.

COMMUNICATIONS/CORRESPONDANCE

- Lewis PUD Notice-power pole attachment rate is going up from \$22.29 (2023 rate) to \$25.67 per pole for 2024.
- LC Fire Commissioner's Association Meeting-August 21 at FD6. Secretary directed to RSVP for all three Commissioners to attend.
- Nicholson & Associates Insurance-Pam Perkins sent back information on policy for use of personal vehicles for responders.

SECRETARY'S REPORT-ACCOUNTING APPROVAL

- **PAYROLL-Comm. White makes a motion to approve payroll of 84,507.06 for Staff Payroll, Mobe payroll of \$10,612.50 for a total of \$111,029.07 with benefits and taxes; second by Comm. Goodwillie; all Commissioners voted to approve-motion carries.**
- **ACCOUNTS PAYABLE-Comm. White makes motion to approve \$39,068.20 for Accounts Payable; second by Comm. Goodwillie; all Commissioners voted to approve-motion carries.**
- **FUND TRANSFER-Comm. White makes motion to approve fund transfer in the amount of \$150,097.27 for AP and August Payroll; second by Comm. Goodwillie; all Commissioners voted to approve-motion carries.**
- **FUND TRANSFER-Comm. White makes motion to approve fund transfer in the amount of \$8,500.00; second by Comm. Goodwillie; all Commissioners voted to approve-motion carries.**
- **FUND BALANCES: July General Fund ending balance of \$561,679.80; July EMS Fund ending balance of \$1,058,798.75; \$201,933.33 for Umpqua Bank. Total of General Fund, EMS Fund and Umpqua Bank is \$1,822,411.88 and July Capital Projects Fund of \$139,769.59 which was omitted on the agenda.**

MSO REPORT-No Report as the MSO was not in attendance.

CHIEF'S REPORT

- City of Chehalis will be sending a bill for the fire investigation of the Hilltop Storage Fire. The location is within the city limits and City of Napavine advises it is not their responsibility to pay it. Additionally, Chief Mahoney advised, at the time that the investigator was called out, that the FD would pay the bill. Commissioners are in agreement that if they were advised we would pay it, we have to pay it.
- Inspections/Investigations-Comm. Patrick advised that this has been an issue since Station 48 backed out several years ago when they had a lack of investigators to fulfill the contract with Lewis County to do fire investigations. Then, the County contracted with Noel Patansuu who, also, had individual city contracts, as well as with the County. At that time, City of Napavine refused to contract with him, putting it all on the FD and advising that Dan Mahoney verbally told them he would do them, when he was hired. Chief Peterson cannot find any written contract for investigations or inspections and advise that is supposed to be part of their building code. Chief Peterson advises that the FD cannot fulfil this verbal agreement as we do not have anyone certified and trained to do either. He continued that the agreement never should have happened, just because one person had the skills to do it.

NEW BUSINESS

- Peer Support Program-Comm. Goodwillie explained the Peer Support Program and its mission to help prevent suicides in responders. The suicide rate is higher than line of duty deaths. The Peer Support Group is comprised of 1 LCSO employee, 2 Chehalis PD employees and 1 Dispatcher. The group is pushing for county-wide adoption within all agencies of Lewis County. It is for all responders (police, fire, and EMS) and anyone reaching out will have full confidentiality. The goal is to offer support and refer responders to professional help alternatives. For each district that adopts the program, there will be cost to cover training (Comm. Goodwillie didn't have that dollar amount available for the meeting) for those who wish to be a Peer Support Volunteer. Glen Schaffer is the coordinator and is trying to find a grant, available to the fire service, similar to the one that the police received for statewide training. Chief Peterson inquired if we could have Glenn reach out to the Lewis County Fire Commissioners Association. Staff commented with favorable advantages to having it in place. Comm. Goodwillie cannot be the FD5 representative as he is considered 'management' being a fire commissioner.
 - ***FD5 BOFC is in favor of adopting the program and Comm. White makes the motion to adopt the Peer Support Program and include it as policy; second by Comm. Goodwillie; all Commissioners voted to approve and motion carries.***
- Replacement of beds for the employee quarters-Staff requests to have 'adult' beds. Comm. Patrick advised them to come back to the Board with quotes and Chief suggests that we do not cut corners on them like Chief Mahoney did. If we buy quality, they will last longer. Chief Peterson also advises that each employee should have their own sheets and pillow cases.

- Chief's Hiring Process-Comm. Goodwillie has made the first round of changes to the flyer, based on the input from Chief Peterson, Secretary and the other Commissioners. Changes include advising that FD5 does ambulance transports; chief be within a 15-minute response time; expected to command incidents; maintain confidentiality; maintains relationships with neighboring FD's; removed the 5-year supervisory/management experience; change contact address to PO Box 259; post by September 1 and close on September 30. Comm. Goodwillie will post on Daily Dispatch and Secretary Sundin will find out how we get Chief Mahoney off the account. Comm. White and Comm. Patrick advised that Comm. Goodwillie should add his work on this as a payable event to his August timesheet. Another Workshop/Meeting is scheduled for August 25th on the Chief's selection process to do the final approval of the posting.

COMMISSIONER'S REPORT

- Comm. Patrick-Nothing to report.
- Comm. White-Nothing to report.
- Comm. Goodwillie-Nothing to report.

COLLECTIVE BARGAINING

- Nothing to report/no activity.

PUBLIC COMMENT-None.

ADJOURNMENT

- ***Comm. White motions to adjourn 9:52 hours (9:52 a.m.); second by Comm. Patrick; meeting adjourned.***

These minutes have been approved by the Board of Fire Commissioners of Lewis County Fire District 5, in an open public meeting held on September 8, 2023.

Sam Patrick, Commissioner Chair

Sandra White, Commissioner

Mike Goodwillie, Commissioner

Carmen Sundin, Secretary

**Lewis County Fire District # 5
Main Station**

August 17, 2023 -Special Fire Commission Meeting
Workshop-Chief's Selection Process & Executive Session Personnel Issue
42.30.110 (1)(f)

ATTENDANCE

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie
Administration: Chief Gregg Peterson

CALL TO ORDER

- Commissioner Patrick called the meeting to order at 0900 hours. A quorum was declared, and Comm. Patrick led the flag salute.

EXECUTIVE SESSION

- Comm. Patrick called an Executive Session at 9:01 a.m. to discuss a personnel issue/investigation. Executive Session ended at 10:15 with no action taken and no decisions made.

CHIEF'S SELECTION PROCESS

- No additional information.

ADJOURNMENT

Meeting adjourned at 10:16 a.m.

These minutes have been approved by the Board of Fire Commissioners of Lewis County Fire District 5, in an open public meeting held on September 8, 2023.

Sandra White, Commissioner

Sam Patrick, Commissioner

Mike Goodwillie, Commissioner

Carmen Sundin, Secretary

Lewis County Fire District # 5-Main Station
August 24, 2023 -Special Fire Commission Meeting
Emergency Staffing for ALS Program Executive Session

ATTENDANCE

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie

Administration: Chief Gregg Peterson and Secretary Carmen Sundin Guest: Josh Chisnell

CALL TO ORDER

- Commissioner Patrick called the meeting to order at 1700 hours (5:00 p.m.). A quorum was declared, and Comm. Patrick led the flag salute.

MSO VACANCY

- Chief Peterson asked LCFD15 Chief Underdahl to speak about the MSO role and getting FD5 back into ALS operations. Operations were suspended on 08152023 after an audit was completed and MSO Hoyer removed from the MSO position. Chief Peterson advised we need to get ALS operations back on track, as soon as possible. Chief Underdahl explained that it is the MSO's role to oversee the ALS & BLS Program, provide, document and certify OTEP (online EMS training), recertify with MPD Dr. McCahill, attest to ACLS, PALS required courses for Paramedics and make sure ALS responders have all skill sets and OTEP done before certifications are renewed. They monitor all of the above for EMT's as well. They are responsible for stocking, ordering, controlling all supplies and medications and the required documentation for controlled substances. Chief Underdahl advised that a new MSO will need to be in place before FD5 can get back into service with ALS operations. Comm. Patrick concurs.
- Chief Peterson suggested that FD5 former MSO Josh Chisnell is willing to return as a temporary MSO, and that he requests to speak to the Board, privately, in executive session regarding his resignation and issues they all have against him. An Executive Session was called to grant Mr. Chisnell's request.

EXECUTIVE SESSION

- Comm. Patrick calls for an Executive Session at 1706 hours (5:06 p.m.), for 20 minutes, for Mr. Chisnell to address the Board. At 17:25 it was extended for another 15 minutes. 10 additional minutes were requested at 1741 hours. At 1751, 5 more minutes were requested. At 1757, 2 more minutes requested. 10 more minutes were requested at 1759. Executive Session ended at 1806 hours with no decisions made and was scheduled to resume at the August 25th Special Meeting.

ADJOURNMENT

- Meeting adjourned at 1810 hours.

These minutes have been approved by the Board of Fire Commissioners of Lewis County Fire District 5, in an open public meeting held on September 8, 2023.

Sandra White, Commissioner



Sam Patrick, Commissioner



Mike Goodwillie, Commissioner



Carmen Sundin, Secretary

Lewis County Fire District # 5

Main Station

August 25, 2023 -Special Fire Commission Meeting

MSO ALS Services with Executive Session & Workshop-Chief's Selection

ATTENDANCE

Commissioners: Sam Patrick, Sandra White, and Mike Goodwillie.

Administration: Chief Gregg Peterson and Secretary Carmen Sundin. Staff: Capt. Bozarth, Connor Tardiff, and Malachi Simper.

Public: Jim Aust, Debbie Aust, and Tim Potter. Mrs. Aust and Mr. Potter requested to address the Board.

CALL TO ORDER

- Commissioner Patrick called the meeting to order 08:00 a.m. A quorum was declared, and Comm. Patrick led the flag salute.

PUBLIC COMMENT

- Debbie Aust inquired about the report in the Chronicle about the investigation of the possible theft of drugs and asked for an explanation. She specifically asked if this was why Dan Mahoney was released from his Chief's contract? Comm. Patrick advised that it was not the reason former Chief Mahoney was let go. She, then, asked if the Board knew of the theft concern before the levy vote on August 1st? Comm. Goodwillie advised that he was notified, via a telephone call, a few days prior to the August 11th Regular Fire Commissioner Meeting, and that a full report was given to the Commissioners during an Executive Session on August 11th. On August 15th, the Napavine Police Department was contacted and the investigation started. She inquired why a larger police agency was not doing the investigation and doubted that Napavine PD had the ability to do a thorough investigation. Comm. Patrick advised that Fire District 5 is within Napavine PD's jurisdiction. She advised that her concerns over this issue will continue to be an issue for FD5 if it is determined that the Board had knowledge of the theft prior to the August 1 Primary Election.
- Tim Potter reminded the Board that the EMS Levy expires in 2024 and asked what FD5 is planning to do with ambulance services if the levy fails? He advised that he intends to make it his personal mission to campaign against the levy. He specifically asked if the Board would use the General Fund Levy increase in 2024 to support EMS services. Secretary Sundin explained that the General Fund Levy increase is bound to replacing expiring equipment, old apparatus and was not intended to fund EMS. Secretary Sundin continued to explain how the EMS system at FD5 is funded, with transport revenue, and GEMT revenue, to supplement the EMS levy dollars. Mr. Potter then asked why citizens are being billed after insurance pays on a transport as he thought it was the purpose of the EMS Levy to not bill the citizens of the district. Secretary Sundin advised that she reviewed the EMS Levy, which was passed prior to her becoming an employee of FD5, and no where in the language does it say that the citizens would not receive a bill. She, also, advised that the billing of the constituents of FD5 has been on the agenda most of the year as the Board seeks to find out how much revenue the EMS program would lose if they didn't seek the full balance. Secretary Sundin advised, as well, that the WA RCW's are very clear on gifting of services and in order to write off a bill, the patient has to meet federal poverty guidelines. Mr. Potter, then, became, somewhat irate, and demanded that the information that Secretary Sundin provided should be coming from the

Board, not the Board Secretary. He advised he had no confidence that the board knew the detailed information that the Board Secretary did. He was told by Comm. Goodwillie, she knows the budget and the accounting and because of that, thought the Secretary could explain it better.

- Mr. Potter inquired if FD5 could bill insurance companies for damaged equipment due to fighting fires and use any revenue to put back into equipment. He suggested buying hose that are color coded each year it is purchased to know what the age of the hose is that is being used. Comm. Goodwillie advised he was speculating that we had extra hose in inventory, which we do not. All the hose we own is on the trucks.
- Mr. Potter then inquired about the Chief's Process and wants to be assured that there will be public involvement in the process. Comm. Goodwillie explained that a representative of the public will be part of the first interview process. Comm. Patrick advised there will be several interview panels and the public representative will sit on a panel with other local agency representatives. Comm. Goodwillie informed him that the hiring process is multi-leveled and will include a public 'meet and greet', and that will be followed by two more interviews: one panel will be a union representative, Sheriff Snaza, a volunteer a police chief, and a city council member. The BOFC will be the third interview. Mr. Potter would like to see a public panel of 5-7 community members. Comm. Patrick gave a explanation of the required qualifications and how they relate to FD5. These included requiring experience with paid and volunteer employees, ALS transport management experience, community and agency relations, and more. Mr. Potter commented that Eric Lynn was the best Chief FD5 ever had and asked why we do not have more volunteers. His opinion is that the last few administrations ran the volunteers off. Comm. Goodwillie pointed out the lack of volunteers being felt in every department that utilizes them. It is not a unique problem to FD5. Secretary Sundin added that the State requirements for attendance of drills and responses to calls, also ties the departments hands to certify them for pension and disability, which adds to the problem.

CHIEF'S SELECTION PROCESS

- Final recommendations made on the wording of the job posting. Salary minimum with a negotiable top salary dependent on qualifications and experience was established. Ad to be ran until September 30th. Comm. White had emailed a list of suggested media for where we could place the ad. The Daily Dispatch was decided as the place to post it, and to run it in the ten western states.
- Termination of Former Chief Mahoney's Contract-Comm. White was contacted by the Chronicle wanting information on the dismissal of Dan Mahoney. Allen Unzelman had, previously, drafted a press release and it was never posted. The BOFC redrafted the attorney's original wording and gave to Comm. White to type up and provide to the Chronicle.

EXECUTIVE SESSION

- Comm. Patrick called for an Executive Session at 9:44 a.m. to continue the discussion from the Executive Session held the day prior on MSO/ALS services. Legal Counsel Allen Unzelman attended by telephone, as well as LCFD15 Chief Underdahl. It ended at 11:18 with no decisions made until additional legal counsel is sought. Executive Session on this matter will be continued at a later date, or the next regular meeting on September 8 (which ever one is first).

RESUME NORMAL SESSION

- Comm. Goodwillie was appointed as single representative to attend a telephone conference with Allen Unzelman and Kirk Ehlis on Monday.

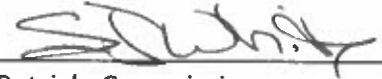
ADJOURNMENT

Comm. White motions to adjourn at 10:00; second by Comm. Patrick and meeting adjourned.

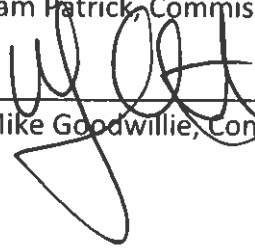
These minutes have been approved by the Board of Fire Commissioners of Lewis County Fire District 5, in an open public meeting held on September 8, 2023.



Sandra White, Commissioner



Sam Patrick, Commissioner



Mike Goodwillie, Commissioner



Carmen Sundin, Secretary